

DRAFT

HOME LEAVE

Home leave is earned on the basis of overseas PCS service at the rate of 15 working days for each full year of such service.

It is necessary to recognize that the rules for home leave have been developed in accordance with two separate concepts: rules for accrual of home leave and rules for eligibility for taking home leave.

An employee overseas accrues home leave upon arrival at his PCS post abroad until his departure from that post for assignment in the United States or separation from Government service. He continues to accrue home leave for any period of time on leave or TDY in the United States of less than four months' duration. He also continues to accrue home leave for detail duty at a second overseas post en route to a PCS assignment in the United States. While his home leave accrues even while taking home leave in the United States between assignments laterally overseas, he may utilize only that portion of home leave after any overseas assignment earned prior to his departure from his last foreign PCS abroad or detail while en route to his home leave point.

Although an employee on TDY in the United States continues to accrue home leave during this period of TDY if less than four months' duration, he will lose any home leave accrued after the date he departs from his last overseas assignment if this TDY in the United

States is converted to PCS.

To become eligible for utilizing home leave accrued abroad, an employee must have completed 24 months of continuous service abroad. This service begins upon arrival at his post abroad and continues until arrival at a United States post or border. Any period in the United States except TDY of less than four months postpones his eligibility date for utilizing home leave by a period equal, generally speaking, to the time spent in the United States. (See specific examples.)

Should an employee decide not to take all or part of his accrued home leave, he may accumulate such leave for use during later eligibility periods, or until he resigns or retires prior to the use of the leave.

The following examples are intended to clarify the rules for accrual and eligibility for home leave.

Examples:

1. The employee arrives overseas on 3 April 1963 and remains until 2 April 1965 when he departs on PCS assignment to Headquarters. He arrives at a United States post or border on 5 April 1965.

The employee has accrued 30 working days of home leave, that is, approximately six full weeks. This accrual ceases on the date he departs from his overseas

post unless he is detailed en route to a second overseas post, in which case accrual ceases upon departure from the second post. He is eligible for home leave in the United States since he has served in excess of 24 months overseas.

2. The employee arrives overseas on 3 April 1963 and remains at his overseas post until 21 March 1965, when he departs PCS to Headquarters. He arrives at a United States post or border on 24 March 1965.

The employee has accrued about 29 working days' home leave. Such accrual ceases when he leaves his overseas post for his new Headquarters assignment. He is not eligible to take the home leave which he has accrued since he has served less than 24 months overseas.

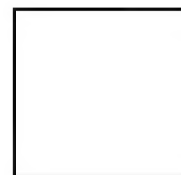
3. The employee arrives overseas on 3 April 1963. He takes annual leave in the United States in May 1964, departing from his overseas post on 7 May arriving at a United States port on 9 May and finally arriving at his annual leave point on 10 May. He departs from his annual leave point on 28 May, departs the United States border on 30 May, and arrives at his overseas post on 2 June 1964. On 19 April 1965 he leaves his overseas post and returns PCS Headquarters. He arrives at a United States post or border on 22 April 1965.

The employee has accrued 30+ working days of home leave. Accrual is continuous even during the period of annual leave in the United States until he departs his overseas post on PCS assignment to Headquarters.

He is eligible for home leave on the following basis:

The time for postponement of his home leave eligibility date is computed from the first workday to the last workday in a leave status in the United States. Since he arrived on Saturday, 9 May 1964, at a United States border, the first workday is 11 May. Since he departed a United States border on 30 May 1964, the last workday in the United States is 29 May 1964. Therefore, he must postpone his eligibility for home leave date by 19 calendar days, which makes him eligible for home leave after the close of business on 21 April 1965. Since he does not arrive at a United States post or border until 22 April 1965, he is eligible to take home leave.

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4. The employee arrives overseas on 3 April 1963. He is assigned TDY to Headquarters 10-30 May 1964, returning to his overseas post where he remains until 2 April 1965, when assigned PCS to Headquarters. He arrives at a United States post or border 5 April 1965.

The employee has accrued 30 working days of home leave. Accrual ceases upon departure from his overseas post to a PCS assignment in the United States. He is eligible for home leave because TDY in the United States of less than four months will not serve to postpone the eligibility date for taking home leave.

5. The employee arrives overseas on 3 April 1963. He is assigned to Headquarters on TDY from 10-30 May 1964, returning to his overseas post where he remains until 2 April 1965. He returns for home leave between lateral assignments overseas arriving at a United States border on 4 April 1965. He then takes 30 working days' home leave and departs from the United States for his new overseas post.

The employee continues to accrue home leave, even while in the United States, since he is not on PCS orders to Headquarters. He begins a new eligibility period for home leave when he arrives at his new overseas post. He may not take the home leave accrued while in the United States until after the running of a new eligibility period.

6. The employee arrives overseas 3 April 1963, where he remains until 2 April 1965. He returns to Headquarters TDY and home leave pending an overseas assignment. His TDY is converted to PCS Headquarters on 30 April 1965.

The employee continues to accrue home leave while in the United States until converted PCS Headquarters, at which time any accrual for time spent in the United States is abated and the date upon which he departed his overseas point becomes the date upon which he is deemed to have ceased to accrue home leave.